

## 2019-2020 – SRC Communication #5

Distributed: July 30, 2020 – School Safety Coordinators, SRCCs and KSIS Points of Contact

### *School Report Card – Safety Data Review Reminder/Extension*

**Subject:** Safety Data - School Report Card Review

**Importance:** High

Reminder regarding District and School *Safety Data Review/Approval*, the original due date given was July 31. We are extending the deadline for completion to August 7. Information regarding the process is copied below. Thank you!

The secure [School Report Card \(SRC\) secure website](#) is now open; districts can begin reviewing and approving their 2019-20 School Safety data that will be publicly released on the School Report Card in the fall. It is recommended to open the secure site using a Chrome browser. Several items need to be addressed by district Safe School Administrators and school principals during this review process.

District and School *Safety Data Review/Approval* – due ~~July 31~~ **August 7:**

- District safe school administrators must review the district-level safety data and either approve or flag the data.
- **District safe school administrators should share this email with their school principals.**
- School principals must review the school-level safety data and either approve or flag the data.
- District safe school administrators must monitor progress of school level approvals to ensure all schools have approved data.

Resource materials are available to assist with this review and approval process of safety domain:

- [School Report Card Data Approval User's Guide](#): BrightBytes guidance document that will provide specifics on how to complete the review process in the School Report Card.
- [School Report Card Filter Instructions](#): Instructions on using the Infinite Campus Safe Schools Report to assist with comparing Infinite Campus safe schools data to the School Report Card (SRC) data.

The school-level data entry of *Precautionary Measures* - due **August 31:**

- This task is only done at the school-level; data entry is not required for district-level
- Resource materials available to assist with entering collection items include:
- [Safety Precautionary Measure Guide](#)

Important information regarding access to the [School Report Card \(SRC\) secure website](#):

- Persons listed as District Safe Schools Administrator in Web Security Administrator –WSA (aka People Manager) will automatically have access to the secure site for specified district.
- Persons listed as School Principal in Web Security Administrator –WSA (aka People Manager) will automatically have access to the secure site for specified school.
- These roles can be verified by using the [online school directory](#).
- Additional information regarding user access: [School Report Card – User Access Instructions](#)

Please contact me with any questions or concerns regarding the safety data or data entry of precautionary measures. Thank you!



Windy L. Newton

Kentucky Department of Education

Office of Continuous Improvement and Support

(502) 564-5130, ext. 4063

Email: [windy.newton@education.ky.gov](mailto:windy.newton@education.ky.gov)